



**South Worcester County Communications Center  
Webster, MA**

**Board of Director  
Minutes**

for  
**November 25, 2014**  
Prepared by:

**CDRMaguire Inc.  
Andrew Pellegrini**

Issued:

**December 8, 2014**

**Next Meeting: Wednesday December 10, 2014 @ 10:00-11:30am at 357 Main St. New PD**

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***Bold Italic names were in attendance.***

Date	Description	Responsible	Required By	Status
<b>General Business</b>				
<b>112514.01</b>	<b>Ms. Keefe</b> called the meeting to order at <b><u>10:02AM</u></b> The items below represent the discussion and actions taken by the Board of Directors at this meeting. A motion to adjourn the meeting: By: <b>Mr. Fox</b> All in favor to adjourn. <b><u>11:20AM.</u></b>			<b>Info</b>
<b>112514.02</b>	Motion to approve the Meeting Minutes of <b>10/22/14</b> with the following amendment to <b>102214.02</b> below. by: <b>Mr. Fox</b> seconded by: <b>Mr. Balukonis</b> Discussion: <b>None</b> Vote: <b>All were in favor, hearing no further discussion, passed unanimously.</b>			<b>Record</b>
<b>112514.03</b>	Motion to approve the Meeting Minutes of <b>11/5/14</b> . by: <b>Mr. Fox</b> seconded by: <b>Mr. Balukonis</b> Discussion: <b>None</b> Vote: <b>All were in favor, hearing no further discussion, passed unanimously.</b>			
<b>112514.04</b>	The next meeting will be as follows, <b>Wednesday December 10, 2014 @ 10-11:30am</b>			<b>Info</b>
<b>011513.03</b>	10-1-14 Greg L. is developing. Greg is hopeful to have a "Draft" for review on 10-15-14.  10-22-14 Greg L. has submitted a "Draft" format that is acceptable to the Board of Directors. Greg will continue to prepare the SWCCC Protocol and Procedures manual.  11-5-14 (15) Policies have been written for day to day employee duties to follow. Fire/ EMS Protocol is complete and being reviewed by the Chiefs and BOOPs. Police Protocol is being drafted now.  <b>11-25-14 Policies continue to be developed.</b>	<b>Greg L./ BOOPs</b>		<b>Ongoing</b>
<b>112514.05</b>	Motion for the SWCCC Board of Directors to allow new SWCCC Dispatchers to start employment prior to performing all said requirements of the Webster Retirement Board. by: <b>Mr. McAuliffe</b> seconded by: <b>Mr. Balukonis</b> Discussion: <b>None</b> Vote: <b>All were in favor, hearing no further discussion, passed unanimously.</b>			<b>Open</b>
<b>112514.06</b>	Motion that all Dispatchers temporary and permanent are subject to all new hire requirements, as well as, other Town Board requirements, including but not			<b>Open</b>

	<b>limited to, the Webster Retirement Board.</b> <b>by: Mr. McAuliffe</b> <b>seconded by: Mr. Balukonis</b> <b>Discussion: None</b> <b>Vote: All were in favor, hearing no further discussion, passed unanimously.</b>			
<b>BUDGET</b>				
<b>112514.01</b>	Motion to pay <b>American Alarm</b> complete contract sum of <b>\$290,332.85</b> . <b>by: Mr. McAuliffe</b> <b>seconded by: Mr. Fox</b> <b>Discussion: None</b> <b>Vote: All were in favor, hearing no further discussion, passed unanimously.</b>			<b>Record</b>
<b>112514.02</b>	Motion to pay <b>American Alarm \$340.16</b> to move the call box in the Dudley PD lobby. <b>by: Mr. Fox</b> <b>seconded by: Mr. Balukonis</b> <b>Discussion: None</b> <b>Vote: All were in favor, hearing no further discussion, passed unanimously.</b>			<b>Record</b>
<b>091014.02</b>	Greg L. submitted a proposal no.14-0204 from Haywood Associates Inc. in the amount of \$58,077.66 for GPS Equipment in vehicles. This item is tabled for Chief Wojnar's input.  10-15-14 Still being discussed.  10-22-14 Greg L. to verify Quantities.  11-5-14 Greg L. has verified that (24) GPS systems will be needed for Webster & Dudley and (11) for Oxford. An updated quote with proper quantities is in progress.  <b>11-25-14 Motion to proceed with GPS Phase 1 for Webster &amp; Dudley in the amount of \$41,554.69, pending successful Union Bargaining.</b> <b>by: Mr. McAuliffe</b> <b>seconded by: Mr. Fox</b> <b>Discussion: None</b> <b>Vote: All were in favor, hearing no further discussion, passed unanimously.</b>			<b>Open</b>
<b>102214.02</b>	Motion to make the hourly wage \$16.50/hr for SWCCC Part-Time Dispatchers: <b>by: Mr. McAuliffe</b> <b>seconded: Mr. Fox</b> <b>Discussion: None</b> <b>Vote: All were in favor, hearing no further discussion, passed unanimously.</b>  11-5-14 The details of this motion to be finalized and confirmed at the next meeting.			

	<p><b>11-25-14 Part time rate will be 16.50 per hr for the first year, 17.00 per hour there after plus shift differential from Day 1. Assuming 17.00 plus shift differential, this would mean a full year estimate of 57,900.</b></p> <p><b>by: Mr. Fox</b>  <b>seconded: Mr. Balukonis</b>  <b>Discussion: None</b>  <b>Vote: All were in favor, hearing no further discussion, passed unanimously.</b></p>			Closed
<b>110514.02</b>	<p>Webster &amp; Dudley Finance employees to meet outside this BOD meeting to ensure paperwork and finances are in order for the transition on 11-19-14.</p> <p><b>11-25-14 Details are being worked out and there are no issues at this time.</b></p>			Closed
<b>SCHEDULE</b>				
061814.01	<p>9-3-14 The Webster Police E911 cutover date has changed to September 24, 2014. Dudley to "Go Live" at the SWCCC center hopefully by October 15, 2014.</p> <p>9-10-14 Same as above.</p> <p>10-1-14 Webster went live in the new SWCCC Dispatch Center on 9-24-14. Dudley will join when Charter is complete with construction in Dudley.</p> <p>10-22-14 A date has been confirmed as of this meeting with State 911 Christine Wingfield for a Verizon cut-over on 11-19-14 to make Dudley "Live" in the SWCCC.</p> <p>11-5-14 Transition for Dudley to the SWCCC is still scheduled for 11-19-14.</p> <p><b>11-25-14 Dudley joined the SWCCC on 11-19-14. The SWCCC is operational with Webster &amp; Dudley.</b></p>			Closed
102214.01	<p>The Webster and Dudley Town Administrators will try to meet with the Oxford Town Administrator prior to the next meeting on 11-5-14.</p> <p>11-5-14 Webster &amp; Dudley Officials will make an attempt to visit an Oxford Selectmen meeting soon. It is hopeful that Oxford will join the SWCCC by February 2015.</p> <p><b>11-25-14 It is still hopeful that Oxford will be joining the SWCCC.</b></p>	Mr. Balukonis/ Mr. McAuliffe		Open
090314.01	<p>Greg L. submitted a list of outstanding items that need to be complete in Dudley prior to Dudley joining the SWCCC. These items are ongoing.</p> <p>9-10-14 Same as above.</p>			

	<p>10-1-14 Ongoing</p> <p>10-22-14 Ongoing, most items pending Charter completion.</p> <p>11-5-14 Ongoing, activation of radio infrastructure over the fiber line will be coordinated outside this meeting.</p> <p><b>11-25-14 Dudley check-list is being completed.</b></p>	<b>All</b>		<b>Open</b>
<b>CONSTRUCTION</b>				
070114.01	<p>Dudley is still working with an older technology monitoring system. Webster does not use this system anymore. The SWCCC Dispatch will have to tie into Dudley's older system if possible. Board of Operations to investigate.</p> <p>7-15-14 Greg Lynskey received a quote from LW Bills to tie the Dudley Fire monitoring system into the SWCCC Dispatch for around \$150K. Board of Operations to continue to explore other options.</p> <p>8-12-14 Board of Operations still investigating.</p> <p>9-3-14 Dudley Fire Chief Kochanowski continues to meet with Monitoring companies and is hoping to have this resolved by October 1, 2014.</p> <p>9-10-14 Same as above.</p> <p>10-1-14 The Dudley Town Buildings are complete except for the Town Hall and Chief Kochanowski is working with the final few businesses in Dudley to convert to the new monitoring.</p> <p>10-22-14 New monitoring is close to complete Town wide.</p> <p>11-5-14 Dudley Town Hall and Fire Dept. are being converted today and tomorrow.</p> <p><b>11-25-14 Webster Lens Building is still not cooperating. Dudley Town Hall is pending a phone line, a work order is in for the phone line.</b></p>	<b>Chief Kochanowski</b>		<b>Ongoing</b>
090314.01	<p>American Alarm Wiring is in place in Dudley. American Alarm cannot finish there scope of work until Charter has Fiber to the Dudley Police &amp; Fire. All new Key FOBS will be supplied for the Dudley PD.</p> <p>9-10-14 American Alarm waiting on Charter Fiber to Dudley PD/ FD.</p> <p>10-1-14 Same as above.</p> <p>10-22-14 Greg L. has contacted American Alarm. AA is on</p>			

	<p>board to complete their work hopefully next week if Charter is complete by Friday 10-24-14.</p> <p>11-5-14 American Alarm is scheduled to complete there work in Dudley on 11-10-14.</p> <p><b>11-25-14 American Alarm scope of work is complete.</b></p>			<b>Closed</b>
090314.02	<p>IMC Conversion of records will hopefully be completed by the end of Spring 2015.</p> <p>11-5-14 It is hopeful that by mid January 2015 Webster and Dudley will be live on the same central server. Fire Programs are cloud based and it is hopeful for mid-spring 2015 for these programs to be live.</p> <p><b>11-25-14 Same dates are being tracked as noted above.</b></p>	<b>IMC</b>		<b>Open</b>